

6-3

# **Work Order Maintenance: Review Redistribution Percentages**

## **Objective**

Access Redistribution Percentages  
Update Redistribution Percentages

## Accessing Redistribution Percentages

When two contract work orders are merged in HiCAMS, the system initially places default percentages for the source work order and the destination work order redistribution.

These values indicate the actual percentage of the total work represented by the two work orders. The system defaults are based on the quantities and total amounts of the original contract line items in each of the two work orders.

**Note:** *Original contract line items are contract line items that were not created via a contract modification.*

Users with the necessary security access can change these percentages (when the work orders are initially merged or at a later time) by using the instructions in the section, *“Updating Redistribution Percentages” on page 3.*

For more information about merging work orders, see the chapter *“Merging Work Orders.”*

To view redistribution percentages of merged work orders, do the following:

- Step 1:** Log onto HiCAMS, using the instructions in the section *“HiCAMS Getting Started.”*
- Step 2:** Select **Functions→Work Order Maintenance→Review Redistribution Percentages.**

The Review Redistribution Percentages window appears:

**Step 3:** Click the book icon to the right of the Contract field.



The Contract Selection window appears:

Contract	Work Order	TIP Number	Description	Contractor
C102994	81500605	U-2003AA	GRADING, DRAINAGE, PAVING, PVMT MARKING	ADAMS CONSTRUCTION
C103030	6499004T	I-303G	GRADING, DRAINAGE, PAVING, SIGNING, PAVE	ADAMS CONSTRUCTION
C103144	8T470402	I-304C	WIDENING, GRADING, DRAINAGE, PAVING, SIGN	ADAMS CONSTRUCTION
C103339	8T491604	I-303E	WIDENING, GRADING, DRAINAGE, PAVING, SIGN	ADAMS CONSTRUCTION
C103340	81501201	U-2504	COMPUTERIZED TRAFFIC SIGNALS. VARIOUS L	ADAMS CONSTRUCTION
C103357	8T500310	I-304D	WIDENING, GRADING, DRAINAGE, PAVING, SIGN	ADAMS CONSTRUCTION

**Tip:** The information in the window is sorted by contract number in ascending order. To change the sort order or type, click on the corresponding column title. To display only those contracts with a particular status, select the desired choice from the list box in the Status field.

By default, the contracts displayed in the window are those associated with your office.

**Step 5:** To select a contract from another location, select it from the list box in the Location field.

**Tip:** You can also choose the option All, to display all available contracts that have been authorized or activated.

**Step 6:** Locate the contract from the list in the window using the scroll bar, if necessary.

**Step 7:** Click **OK**.

The **Review Redistribution Percentages** window displays. The merged work orders for the selected contract appear in the window; the corresponding source and destination redistribution percentages are displayed:

**Review Redistribution Percentages (C104253)**

Contract: C104253 Contractor: Acme Construction Stuff Status: Active  
 Description: WIDENING, RESURFACING, SHOULDER CONST, & PVT MARKINGS.4 SECTIONS OF PRIMAF

Source Work Order	Destination Work Order	Merge Date	Source Redistribution (%)	Destination Redistribution (%)
55011140	75071173	1/26/98 17:50:00	17	83
55065580	55076690	2/5/98 15:18:00	50	50
55909090	56101010	3/12/98 12:18:00	0	100
75011173	55011140	1/25/98 16:34:00	50	50
75021173	75070373	1/27/98 15:58:00	50	50
75071173	75070273	2/5/98 13:08:00	55	45

Ready e call 1-800-DOT-ASST.

Start WinPopup PowerBuilder - a... Notify HiCAMS - [hic...

## Updating Redistribution Percentages

Redistribution values indicate the percentage of work that needs to be distributed back to the funding source.

The system provides default values for these percentages when work orders are initially merged. These defaults are based on the quantities and total amounts of the original contract line items in each of the two work orders.

**Note:** *Original contract line items are contract line items that were **not** created via a contract modification.*

Due to funding source needs or constraints, it may become necessary to change the default redistribution percentages assigned by Hicams to two merged work orders. This can be accomplished at the time the work orders are initially merged, or at a later time.

**Note:** The ability update these values depends on HiCAMS security access.

For more information about merging work orders, see the chapter “Merging Work Orders.”

To update the redistribution percentages of merged work orders, do the following:

**Step 1:** Log onto HiCAMS, using the instructions in the section “HiCAMS Getting Started.”

**Step 2:** Access the Review Redistribution Percentages window and select a contract number containing merged work orders for which you want to modify redistribution percentages. Use the instructions in the section “Accessing Redistribution Percentages” on page 1.

The Review Redistribution Percentages window appears. The merged work orders for the selected contract appear in the window; their corresponding source and destination redistribution percentages are displayed:

Source Work Order	Destination Work Order	Merge Date	Source Redistribution (%)	Destination Redistribution (%)
55011140	75071173	1/26/98 17:50:00	17	83
55065580	55076690	2/5/98 15:18:00	50	50
55909090	56101010	3/12/98 12:18:00	0	100
75011173	55011140	1/25/98 16:34:00	50	50
75021173	75070373	1/27/98 15:58:00	50	50
75071173	75070273	2/5/98 13:08:00	55	45

**Step 3:** Click in the *Source Redistribution %* and the *Destination Redistribution %* fields for the merged work orders to modify and enter the appropriate number in these fields.

**Note:** When calculated, these two numbers must total 100. The corresponding *Source Redistribution %* or *Destination Redistribution %* default in such a way that these numbers total 100, depending on which field is populated in this step.

**Step 4:** Click the **Save** button on the toolbar.



The redistribution is modified.